

Introduced By:

First Reading: March 8, 2004  
Second Reading:

**ORDINANCE #2004-**

**AN ORDINANCE ESTABLISHING THE  
TAKOMA PARK TRANSPORTATION COMMITTEE**

**WHEREAS**, the City Council of the City of Takoma Park recognizes the impact that the transportation system has on the quality of life of Takoma Park residents; and

**WHEREAS**, the City Council finds that it is in the public interest to create the Takoma Park Transportation Committee, an advisory board intended to advise the City on transportation-related issues including but not limited to pedestrian and bicycle safety, traffic, and transit services.

**NOW, THEREFORE, IT IS ORDAINED BY THE COUNCIL OF THE CITY OF  
TAKOMA PARK, MARYLAND**

Section 1. Chapter 2. Article six. Boards and Commission shall be amended as follows to add the Takoma Park Transportation Committee:

**Section 1. Committee Established**

There is hereby established a Takoma Park Transportation Committee which shall serve in an official advisory role to the City Council on all matters related to transportation.

**Section 2. Statement of Purpose**

The purpose of the Takoma Park Transportation Committee shall be as follows:

- A) To advise the City Council on transportation-related issues including pedestrian and bicycle safety, traffic problems, and transit services.
- B) To encourage Takoma Park residents to use alternatives to driving including walking, bicycling, and transit.

**Section 3. Committee Membership, Terms of Office, Structure, and Staffing**

A) Membership

The Committee shall consist of a total of seven (7) persons to be appointed by the City Council. One (1) member of the Takoma Park Public Safety Citizens

Advisory Committee shall be appointed by the Council to serve on the Committee. Every effort shall be made to have representation from each of the six (6) Wards.

B) Terms of Office

Committee Members shall serve staggered three (3) year terms with initial appointments of one, two and three years. The Takoma Park Public Safety Citizens Advisory Committee appointee shall serve a one (1) year term. All terms shall begin on July 1 and end on June 30. Midterm vacancies shall be filled to serve the balance of the unexpired term. Members may be appointed for a maximum of two (2) successive terms.

C) Structure

- 1) The Committee shall organize and adopt bylaws and rules of procedure, necessary to accomplish its purposes, and elect from its members, a Chairman and other officers as it shall deem necessary. Officers shall serve for a period of one (1) year.
- 2) The Committee shall meet quarterly or as often as required to fulfil its responsibilities.
- 3) All meetings shall be open to the public and are subject to the Maryland Open Meetings Law. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any Committee meeting in accordance with state law. Written records of Committee proceedings shall be maintained. A report on the activities of the Committee shall be submitted to the Council once a year.
- 4) The Committee shall not meet unless a majority of the Members are present.
- 5) The Committee, individually or as a whole, may lobby or provide comments or recommendations to entities other than the Council only as authorized and directed by the City Manager or through formal action of the City Council.

D) Staffing

The City Manager or his or her designee shall provide appropriate staff support to the Committee.

#### **Section 4. Duties and Responsibilities of the Committee**

The Committee shall advise and assist the Council with respect to developing and implementing policies to increase transportation safety and accessibility in Takoma Park, especially for pedestrians, bicyclists, and transit riders. In furtherance of these duties, the Commission shall attempt to accomplish the following:

- A) Develop a Transportation Strategy for consideration and adoption by the Council. This Strategy shall guide the City's efforts on transportation issues and shall be updated every two years.
- B) Assist as directed by the Council in the development of policies and programming that address the transportation concerns of the community.
- C) Assist the Council in prioritizing transportation related projects.
- D) Keep abreast of what other communities are doing to promote pedestrian and bicycle safety and increase transit use.
- E) Prepare an annual report to the Council on the activities of the Committee.

Section 2. This Ordinance shall be effective immediately upon adoption.

**ADOPTED this \_\_\_\_ day of March 2003.**

AYE:

NAY:

ABSENT:

ABSTAIN: